

Procedures for Sheriff's Office to use a private vendor for electronic applicant CCW printing

1. Contact the pre-approved vendors.
 - Identix – Mr. Erik Wolle 217-698-1751
 - Promissor – Mr. Al Turano 610-617-5153
2. Evaluate the vendors. Factors to consider:
 - Service fee. The vendor and sheriff fee together cannot exceed \$15 per applicant
 - Vendor hours of service and location
 - Vendor expertise
 - Length of contract
 - Processing time
 - Availability of reports
 - Payment type accepted
 - Ability to make appointments and print applicant within 5 days of request as required by law
3. Sign MOU/contract with one or both vendors (see example).
4. Provide vendor with the Sheriff's Office's ORI for CCW. (the ORI is needed by MSP to generate the response to the Sheriff's Office).
5. Provide the county clerk with procedures for using a private vendor:
 - Collect fee and allocate funds to the Sheriff's Office as currently done.
 - Provide flyer to be inserted in the application packet, including name of vendor with instructions on how to schedule an appointment and what information applicants must take with them (receipt from Clerk, picture ID – Drivers' License or Personal Identification Card).
 - Clerk provides Sheriff's Office with a list of CCW applicants.
6. Vendor provides the list of CCW applicants, by name and date submitted, to the Sheriff's Office.
7. Sheriff and County Clerk will receive the fingerprint responses as is currently done and complete the CCW process.
8. Sheriff's Office procedures:
 - Reconcile the lists provided by the County Clerk and Vendor with the received responses.
 - Pay the Vendor the agreed upon fee in the MOU/contract for CCW fingerprint processing.